



Automotive Maintenance Superintendent

Department: General Services

EEO Code: 27

Class Code: 3137

FLSA: E

Effective: 01/07/2005

GENERAL STATEMENT OF DUTIES:

Under general direction of the Automotive Fleet Manager, Fleet Management Division, Department of General Services performs work of considerable difficulty in managing the administrative and technical operations of a vehicle maintenance shop that may include light, medium, an/or heavy vehicles, school buses, fire and emergency medical services vehicles, police, and other special or unique equipment. and performs other related work as required.

SPECIFIC STATEMENT OF DUTIES:

(illustrative only)

Manages the administration and technical operations of a consolidated vehicle maintenance shop or school bus maintenance shop, Fleet Management Division to provide effective and efficient automotive fleet service; directs and coordinates the inspection, service, maintenance, and repair of automotive vehicles including sedans, vans, light, medium and heavy duty trucks, utility vehicles, specialty vehicles, law enforcement vehicles, fire apparatus, and school buses; assigns work to various work repair sections, i.e. light section, heavy section, etc.; consults with and advises automotive maintenance supervisors concerning unusual repairs and work progress; makes technical recommendations; coordinates activities involving the acquisition of vehicles to include preparation of specifications, calculation of operational and maintenance costs, safety, bid submission, and compliance with environmental laws and regulations; directs procurement of automotive tools, equipment, materials, supplies and parts; monitors the vehicle preventive maintenance program; establishes goals, objectives, and criteria for the purchase, maintenance and disposition of shop equipment; reviews time sheets of shop employees; prepares and reviews maintenance management reports, makes regular shop safety inspections, conducts regular shop meetings with shop supervisors; monitors all repair work done by outside shops; obtains repair estimates, interviews, selects, trains, and evaluates shop supervisors and their performance; responds to questions or complaints from internal and external customers regarding repairs; provides direct supervision of the automotive warranty claims program; manages and monitors the repair of vehicles in the Risk Management Department automotive claims program; manages the repair and replacement of automotive glass; assists automotive fleet manger in the final disposition of county vehicles. Conducts motor vehicle and personal injury accidents to determine

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of accounting, budgeting, financial, and procurement skills required to manage and operate a small business; ability to effectively establish standards and objectives as to the efficient management of automotive vehicles; general knowledge of the principles and practices of automotive maintenance; excellent oral and written communication skills, excellent presentation skills; considerable computer skills in the use of Microsoft Office Word and Excel software programs, and presentation software; considerable analytical skill in evaluating budget, management and technical data; knowledge of project management; extensive knowledge of occupational safety and health and environmental rules and regulations; well developed organizational and management skills; excellent interpersonal skills to establish harmonious working relations with co-workers and others.

MINIMUM EDUCATION AND EXPERIENCE:

Any combination of education, experience, and training equivalent to the following: graduation from an accredited college or university with an Associate in Applied Science degree in Business Administration, Public Administration, Transportation Management or a closely related field; PLUS four years of increasingly responsible experience as a journeyman automotive technician including one year of supervisory experience.

ADDITIONAL REQUIREMENTS:

Must possess a valid driver's license issued by the Commonwealth of Virginia. Must be certified by the Commonwealth of Virginia to perform vehicle safety inspections. Requires a commercial driver's license with endorsements and without restrictions.

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.
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